



**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221

**MAR 15 2018**



Mary G. McDaniel, Manager  
 Quality and Contractor Assurance  
 Nuclear Waste Partnership LLC  
 P.O. Box 2078  
 Carlsbad, NM 88221-2078

Subject: Notification and Plan for CBFO Audit A-18-07, NWP Equipment Calibration Program

Dear Ms. McDaniel:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Audit A-18-07 of the Nuclear Waste Partnership LLC (NWP) Equipment Calibration Program, April 3-5, 2018 at the Waste Isolation Pilot Plant and at the Skeen-Whitlock Building in Carlsbad, New Mexico. The audit will be conducted in accordance with the enclosed plan.

You are requested to provide the resources necessary to coordinate with the audit team, provide knowledgeable personnel to support the audit, arrange for appropriate space to conduct meetings, and provide the audit team with access to appropriate documentation and records.

If you have any questions concerning the audit, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete, Acting Director  
 Office of Quality Assurance

Enclosure

cc: w/enclosure

J. Carswell, CBFO	* ED	R. Maestas, NMED	ED
D. Miehl, CBFO	ED	D. Biswell, NMED	ED
M. Stapleton, CBFO	ED	H. Tellez, NMED	ED
M. Fineran, CBFO	ED	M. McLean, NMED	ED
E. Garza, CBFO	ED	T. Runyon, CTAC	ED
R. Elmore, CBFO	ED	P. Martinez, CTAC	ED
B. Covert, NWP	ED	M. Leroy, CTAC	ED
J. Britain, NWP	ED	C. Castillo, CTAC	ED
D. Huddleston, NWP	ED	P. Yanez, CTAC	ED
V. Ballew, NWP	ED	D. Harvill, CTAC	ED
S. Saiz, NWP	ED	G. White, CTAC	ED
A. Boyea, NWP	ED	CBFO QA File	
J. Walsh, EPA	ED	CBFO M&RC	
J. Ellis, EPA	ED	*ED denotes electronic distribution	
T. Peake, EPA	ED		
J. Kieling, NMED	ED		



**CARLSBAD FIELD OFFICE  
AUDIT PLAN**

**Audit Number:** A-18-07

**Organization to be Audited:** Nuclear Waste Partnership LLC (NWP)

**Organizations to be Notified:** NWP

**Date and Location:** April 3 – 5, 2018  
Waste Isolation Pilot Plant (WIPP) Site and the Skeen-Whitlock Building,  
Carlsbad, New Mexico

**Audit Team:**

Martin Navarrete	Quality Assurance Management Representative, Carlsbad Field Office (CBFO)
Marty Fineran	Office of Quality Assurance, CBFO
Priscilla Yanez	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Joe Lopez	Auditor, CTAC
Bobby Hunt	Auditor, CTAC
Harley Kirschenmann	Auditor, CTAC
Dustin Stegman	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Stephen Shafer	Auditor-in-Training, CTAC

**Scope:**

Audit A-18-07 will be performed to verify the adequacy and implementation of the NWP Quality Assurance Program with respect to NWP's Equipment Calibration Program. The audit will also evaluate and verify the implementation and effectiveness of NWP's implementing procedures.

**Activities/Tasks to be Audited:**

The audit team will assess all areas and aspects of the NWP Equipment Calibration Program for compliance with DOE/CBFO-94-1012, Revision 13, *CBFO Quality Assurance Program Document* (QAPD), sections 2.4.5, 2.4.6, and 2.4.7, and WP 13-1, Revision 37, *NWP Quality Assurance Program Description*, section 2.5.

The WIPP site calibrated equipment that will be evaluated for compliance includes, but are not limited to:

- Measuring and Test Equipment (M&TE)
- Monitoring and Data Collection Equipment
- Portable Radiation Monitoring Equipment
- Plant Installed Equipment
- Specialty Equipment

The audit team will also evaluate the Central Characterization Program (CCP) M&TE Calibration Program.

The following areas applicable to the NWP Calibration Program and the CCP will be assessed:

- Determination of calibration parameters and intervals
- How parameters are validated
- Procurement/modification of M&TE
- Calibration of new or modified equipment
- Calibration master lists
- Identification and storage of calibrated equipment

Checklists will be developed from the current revisions of the controlling documents (CBFO QAPD, management procedures, and team procedures).

**Governing Documents/Requirements:**

Overall adequacy of the NWP Equipment Calibration Program, work control process, and the Maintenance and Metrology Program will be assessed based on the following documents:

- WP 10-AD.01, Revision 10, *Metrology Program*
- WP 10-AD3015, Revision 8, *Tool Crib Administration*
- WP 10-AD3028, Revision 16, *Calibration and Control of Measurement and Test Equipment*
- WP 10-AD3029, Revision 13, *Calibration and Control of Monitoring and Data Collection Equipment*
- WP 10-AD3031, Revision 4, *M&TE/M&DC Inspections*
- WP 10-WC.03, Revision 1, *NWP Equipment Calibration Program*
- WP 10-WC3010, Revision 30-FR2, *Periodic Maintenance Administration and Controlled Document Processing*
- WP 10-WC3011, Revision 39-FR1, *Work Control Process*
- WP 12-RC.01, Revision 11, *Quality Assurance Program Plan for Sampling Emissions of Radionuclides to the Ambient Air at the Waste Isolation Pilot Plant*
- WP 12-5, Revision 21, *Waste Isolation Pilot Plant Radiation Safety Manual*
- CCP-QP-016, Revision 23, *CCP Control of Measuring and Testing Equipment*

The following documents will serve as references during the audit:

- DOE/CBFO-94-1012, Revision 13, *CBFO Quality Assurance Program Document*
- WP 13-1, Revision 37, *Nuclear Waste Partnership LLC Quality Assurance Program Description*

- ANSI/NCSL Z540.3-2006, *Requirements for the Calibration of Measuring and Test Equipment*

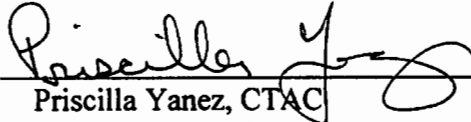
**Schedule of Audit Activities:**

A pre-audit meeting is scheduled for 8:00 a.m., Tuesday, April 3, 2018, in the Support Building small conference room at the WIPP site and in room T-224 at the Skeen-Whitlock Building in Carlsbad, NM.


Audit activities will begin at 8:30 a.m., Tuesday, April 3, 2018, and at 8:00 a.m., Wednesday and Thursday, April 4 and 5, 2018.

Management briefings will be held Wednesday and Thursday, April 4 and 5, 2018, in the Support Building small conference room at the WIPP site and in room T-224 at the Skeen-Whitlock Building in Carlsbad, NM.

A post-audit meeting will be held at 3:00 p.m., Thursday, April 5, 2018, in the Support Building small conference room at the WIPP site and in room T-224 at the Skeen-Whitlock Building in Carlsbad, NM.

Prepared by:   
Priscilla Yanez, CTAC  
Audit Team Leader

Date: 3-15-18

Concurrence:   
CBFO Office of Quality Assurance

Date: 3-15-18